

# Application for Enterprise Support



Please complete in BLOCK CAPITALS and in black ink (or online) before returning to:

Enterprise Support Team, Department for Enterprise, 1st Floor, St George's Court, Upper Church Street,  
Douglas, IM1 1EX

T: +44 1624 687333

E: [enterprisesupport@gov.im](mailto:enterprisesupport@gov.im)

The Enterprise Support Team can provide you guidance regarding eligibility, ensuring you receive all the support available to you to grow your business.

Which sections should I complete?

Scheme	Nature of Support	Sections to complete
Micro Business Grant Scheme (<18 months old; turnover between £5,000 - £100,000)	Training, Mentoring, Grant & Living Allowance	1,2,6,7
Business Improvement Scheme (any size business)	Grant towards external expertise	1,3,7
Business Energy Savings Scheme (any size business)	Loans to improve energy efficiency	1,4,7
Investors in People (any size business)	Grants to gain accreditation	1,5,7

## Section 1: To be completed by ALL applicants

Please tick as appropriate	Start Up		Sole Trader		Partnership	
	Limited Company		Public Limited Company		Franchise	
<b>Please complete this section with all applicable information:</b>						
Surname:			First Name(s):			
Maiden/Previous Surname:			Date of Birth:			
Address:						
Postcode:			Telephone:			
Tax Reference Number:	Company:		Personal:			
National Insurance Number:			VAT Number:			
Email Address:						
Company Trading Name:						
Company Registration Number:						
Registered Company Address:						
Post Code:						
<b>Please tell us your Market Sector:</b>						
Aerospace	ICT/E-Business					
Aviation/Maritime	Manufacturing (general)					
Clean Tech	Space					
Creative Industries (inc. Film)	Tourism/Leisure					
Engineering	Food & Drink					
Fin Tech	Service Sectors (retail, construction, hairdressers etc)					
Financial/Professional Services	Other (Please specify):					

## Section 2: Micro Business Grant Scheme

Please provide a brief description of your business or business idea:

Please give details of any relevant qualifications, skills, experience or training that you have that will assist the business venture:

What type of support do you require? (tick as appropriate)

**Training** (compulsory): Approximately 21 hours of training, spread over 5 to 6 days, which will help you to evaluate your business idea and develop your business plan.

**Business Advisory Service** (compulsory): usually 18 months mentoring through quarterly meetings and interim support from a Business Advisor.

**Grant** (this is discretionary): A grant towards the cost of equipment.

**Living Allowance** (this is discretionary): A living allowance grant.

## Section 3: Business Improvement Scheme

Support Required	Total Cost	% Grant	Grant Requested £ (max. £5,000)
Brexit Advisory		50%	
Business Advisory Service	Please tick box if applicable	100%	n/a
Digital Marketing / Social Media Consultancy		50%	
Environmental Efficiency		50%	
Information Communication Technology / Information Systems		50%	
Legislation Compliance Consultancy		50%	
Marketing		50%	
Quality Accreditations		50%	
Transactional Website		50%	
<b>Total</b>		50%	

Please provide a brief description of the project:

If your business has been in operation for less than 18 months, what has your turnover been in the last 12 months? (If your business is less than 12 months old please state turnover to date)

If your business is not yet in operation, please forecast your estimated first year's turnover.

Do you sell Goods / Services off-island?	Please delete as appropriate.	Yes	No
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No. of full-time employees (excluding owner)

Name and address of Project Consultant

## Section 4: Business Energy Savings Scheme

Please provide a brief description of the project:

Please state the amount required and the itemised costs below:

Item	Cost (£)
<b>Total</b>	

**Attachment Checklist for Loans Under £5,000**

3 project quotes (from MACCS registered companies if applicable)	An executive summary for new businesses to the Department	
The latest annual accounts or for new businesses a cash flow forecast.		

**Attachment Checklist for Loans between £5,000 and £20,000**

3 project quotes (from MACCS registered companies if applicable).	A full business plan for new businesses to the Department * (see notes on page 7).	
Copies of audited accounts for the previous 3 years (if applicable).	Projected profit and loss forecasts for the next 3 years together with an explanatory narrative.	

## Section 5: Investors in People

Please tell us briefly about your organisation and how you expect to benefit from achieving the Investors in People Accreditation:

## Section 6: Micro Business Grant Scheme Declaration

**ALL applicants of the Micro Business Grant Scheme MUST complete this section and section 7.**

**Are you:**

An undischarged bankrupt?	Yes	No	In receipt of any Government Benefits?	Yes	No
Resident on the Isle of Man for income tax purposes under the provisions of the <a href="#">Income Tax Act 1970</a> ?				Yes	No
An 'Isle of Man Worker' as defined under the <a href="#">Control of Employment Act 2014</a> ?				Yes	No
If you answered no to the previous question, do you hold a valid work permit in respect of the intended business activity on the date the application is made? (A copy of your work permit must be produced).				Yes	No
Have you applied for Financial Assistance or Grants in respect of the same business to this Department, or any other Department of the Isle of Man Government or any other Government or Public Authority in any jurisdiction within the last 5 years?				Yes	No
If your business is already in operation, what has your turnover been in the last 12 months? (If your business is less than 12 months old please state turnover to date)					
If your business is not yet in operation, please forecast your estimated first year's turnover.					

**Do you:**

**Have any special dietary requirements or require special assistance when attending the training course. If so, please state below. This information will only be shared with the nominated training provider solely for the purpose of providing refreshments when attending your training sessions and to ensure that accessibility to training rooms and resources is sufficient for you.**

Have any outstanding debt judgements or executions?	Yes	No	Have full control of the business?	Yes	No
Have any Income Tax, National Insurance or VAT arrears?	Yes	No	If no, what % of the business do you hold?	%	
Is your business operating now?	Yes	No	If yes, what date did you commence trading?		

References (Micro Business Grant applicants **MUST** supply references).

Please provide the names and addresses of two people who have known you for a number of years and have agreed to support your application and act as referees. They are **NOT** to be family members. **ONE OF YOUR REFEREES MUST BE A PREVIOUS EMPLOYER OR CLIENT FOR YOUR BUSINESS.**

Reference 1		Reference 2	
Name		Name	
Relationship		Relationship	
Position		Position	
Email		Email	
Address		Address	
Post Code		Post Code	
Length of time known		Length of time known	

I/We consent for the Department for Enterprise to share data with my/our former employers and nominated referees in order to obtain character references. (please tick if consent given)

## Section 7: Declaration - to be completed by ALL applicants

Please tick each box to confirm / declare

I/We confirm that I am/we are duly authorised to make this application and that the business is trading lawfully and is not operating in contravention of any statutory requirement relating to its trade or business. The business' conduct (to the best of my/our knowledge) is not detrimental to the environment of the Isle of Man, nor is it likely to bring the Department into disrepute.

I/We am/are authorised by the company and hereby apply for Government assistance as described above.

I/We declare that the information given in this application is correct.

I/We confirm that no person involved in control of the company/business is disqualified for holding appointment as a director or a company secretary anywhere in the world or is subject of outstanding executions in the island.

I/We confirm that the business is based in the Island (i.e. a significant number of the business' transactions are conducted from premises on the Island and that some or all of the persons employed or engaged by the business are Isle of Man staff.)

I/We agree to confirmatory checks being made to establish that I/the company have no outstanding statutory payments, such as I.T.I.P, company Tax, National Insurance Contributions or V.A.T.

I/We give permission for any checks to be made to ascertain if I/We are in receipt of benefits with the Treasury, and for any other checks with any other Government Departments, Statutory Boards, services or agencies relevant to the information given on this application form.

I/We acknowledge that if this application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this Application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.

**I / We acknowledge that the Department for Enterprise collects and processes your personal information to allow public authorities to respond to requests for information made under the Freedom of Information Act 2015. Should your personal information be subject to such a request, information will not be released into the public domain without your prior notification. The Department will where appropriate uphold all applicable exemptions in accordance with the [Freedom of Information Act 2015](#), [Data Protection Act 2018](#) & [Law Enforcement Directive 2018](#).**

I/We understand that the support offered by 3rd Party contractors through Department Schemes does not constitute advice. I/we acknowledge it is then up to the applicant to seek independent advice and/or make its own decisions.

I/We agree to supply future information such as review Questionnaires, employee numbers and other relevant financial information which relates to active contracts between the business and the Department, upon the request of the Department.

I/We agree to comply with request from DfE for information to help aid the future promotion and marketing of the schemes. (Not mandatory, only tick if in agreement)

I/We understand and permit that the information I/We provide will be used by the Isle of Man Department for Enterprise in accordance with the [Data Protection Act 2018](#) for the purposes of administration, research, analysis and to inform me/us of relevant marketing information. To view a copy of the Department's Privacy Notice, [click here](#). The Department will not share my details with third parties without firstly seeking my permission.

The Department for Enterprise will not share your data with any third party that has not been explicitly listed by you. Reference requests will seek to confirm how long your referee has known you, the capacity in which the referee is known to you, former employment dates and will ask the referee to provide their opinion of your reliability, conduct, initiative, communication skills and any other information that the referee may deem relevant in supporting your application.

I/We confirm that the business satisfies the probity requirements set out in this declaration and has an appropriate anti-bribery policy as required by section 10 of the [Bribery Act 2013](#).

Signed		Position in Company	
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Name in BLOCK CAPITALS		Date:	
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**NOTE:** If the application is on behalf of a company, please ensure that signatures for all Directors are listed below:

Signed		Position in Company	
Signed		Position in Company	
Signed		Position in Company	



“Isle of Man Staff” means persons resident in the Island who:

- a) are Isle of Man workers within the meaning of the Control of Employment Act 2014;
- b) hold valid Isle of Man work permits under that Act; or
- c) are subject to conditions or restrictions on their employment in the Island by virtue of the Immigration Act 1971 (of Parliament) as that Act applies in the Island, and are employed there in conformity with those conditions or restrictions.

Please use this space to explain in detail where the law hasn't been complied with regarding income tax or national insurance, value added tax, health & safety, planning, employment, immigration or work permits.

\*The Business plan should include:

- Expenditure in respect of which financial assistance is sought;
- Background and current or proposed location of the business;
- CVs and relevant experience of the management team;
- Details of the business: (date of registration, shareholders (to include percentages of shares owned), directors, Beneficial owners etc. and links to other businesses, if any);
- Business model, together with short and long term objectives, key customers, confirmed orders etc.;
- Employment structure including numbers of employees, types of jobs, wage rates etc.;
- Information as to premises - whether owned or rented and the location. Where premises are rented or leased, Details of owners and annual costs (including rent and any service charge contributions and/or other regular outgoings; and marketing plan including whether customers are off-Island or on-Island.

To the fullest extent permitted by law, neither the Department nor its 3rd party contractors accept any liability for any loss suffered by the business as a result of any action or inaction taken by the business in relation to guidance offered.

Applicants to the Micro Business Grant Scheme must comply with the criteria set out in the Enterprise Act 2008 (Eligible Businesses) Regulations 2018. The Regulations can be viewed at:

[www.tynwald.org.im/links/tls/SD/2018/2018-SD-0177.pdf](http://www.tynwald.org.im/links/tls/SD/2018/2018-SD-0177.pdf)

Applicants to the Business Support Scheme must comply with the criteria set out in the Business Support Scheme 2004. The Scheme can be viewed at:

[www.tynwald.org.im/links/tls/GC/2004/2004-GC-0005.pdf](http://www.tynwald.org.im/links/tls/GC/2004/2004-GC-0005.pdf)

To view a copy of the Department for Enterprise Privacy Notice, please visit:

<https://www.iomdfenterprise.im/policy/privacy-policy>

**Please note:** Grant assistance cannot be considered retrospectively for items of expenditure which have already been purchased.

Should you have any queries surrounding this Policy, please contact:

DEPARTMENT FOR ENTERPRISE DATA PROTECTION OFFICER:

Address St George's Court, Upper Church  
Street, Douglas, Isle of Man, IM1 1EX

Tel +44 1624 686733  
Email [DPO-DfE@gov.im](mailto:DPO-DfE@gov.im)